

**GOVERNOR'S GRANTS PROGRAM**

OFFICE OF THE GOVERNOR

LANDON STATE OFFICE BUILDING, 900 SW JACKSON, ROOM 304N, TOPEKA, KS 66612

FAX: (785) 291-3204

**EQUIPMENT INVENTORY FORM****DUE WITHIN 30 DAYS OF THE PAYMENT DATE**

All subgrantees are required to fill out this form if equipment is purchased with any grant funds administered by the Governor's Grants Program. Any equipment purchase must have been approved as part of the grant award. The Governor's Grants Program defines equipment as assets with a useful life of one year or more and a cost of \$500 or more. This form must be submitted to the Governor's Grants Program within 30 days of the payment date. A copy should also be retained in the subgrantee's grant file.

Name of Subgrantee Organization: \_\_\_\_\_

Grant Project Number: \_\_\_\_\_

Name and Phone Number of Individual Completing Form: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Serial (or other identification) Number: \_\_\_\_\_

Source of the Equipment: \_\_\_\_\_

Identification of Who Holds the Title: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

Location of Equipment: \_\_\_\_\_

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment: \_\_\_\_\_

Total Purchase Cost of Equipment: \$ \_\_\_\_\_

Cost Charged to Grant Project: \$ \_\_\_\_\_ Grant Project Percentage of Total Cost: \_\_\_\_\_ %

Federal Funds: \$ \_\_\_\_\_ Federal Portion of Cost Charged to Grant Project: \_\_\_\_\_ %

Non-Federal Match: \$ \_\_\_\_\_ Non-Federal Match Portion of Cost Charged to Grant Project: \_\_\_\_\_ %

**EXAMPLE:**

Total Purchase Cost of Equipment: \$1,500

Cost Charged to Grant Project: \$1,000 Grant Project Percentage of Total Cost: 66%

Federal Funds: \$750 Federal Portion of Cost Charged to Grant Project: 75%

Non-Federal Match: \$250 Non-Federal Match Portion of Cost Charged to Grant Project: 25%

The subgrantee agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the grant project continues to be supported by this grant program. Further, the subgrantee assures that services provided which utilize the equipment purchased by this grant project will continue to be reported to the Governor's Federal Grants Program annually for as long as the equipment is used.

For Office of the Governor Use

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_